



Board of Trustees Minutes | Friday, November 22, 2019 | Saranac Lake Campus

Board Members Present: Steve Reed, Tim Burpoe, Pete Suttmeier, Jerry Griffin, Anne McDonald, Mark Moeller, Gerry Griffin, *Dan Kelleher and Vondell Livingston.

Excused: Mary Irene Lee

Others Present: Joe Keegan, Stacie Hurwitch, Bob Farmer, Sarah Maroun, Chris Knight, Kyle Johnston, Lisa Symonds, Erik Harvey, Joe Pete Wilson, Tara Smith, Diana Fortune, Shir Filler, David St. Germain, Shannon Warren, Kim Duffey, Lee Susice.

Board Chair, Steve Reed, called the meeting to order at 11:02 a.m.

Oath of Office

Steve Reed administered the Oath of Office for our newest member. Student Trustee Vondell Livingston will be joining the board through June 30, 2020. Lisa Symonds notarized document.

Meeting Minutes

Anne McDonald moved to approve the September 2019 meeting minutes as they were shared. Mark Moeller seconded the motion. The September 2019 meeting minutes were approved unanimously. (8-0-0).

College Senate

Shir Filler reported:

- FCCC brought a resolution to SUNY regarding Presidential Search Committees and having faculty and senate representation. The College Senate will be working on drafting a similar policy for NCCC having representatives from the following group.
- Senate requesting the Board to continue to represent themselves at their monthly meetings. Second Friday of every month at 1pm.

* The board conducted a brief introduction of the Board meeting attendees to share with our new student trustee.

NCCCAP

Lee Susice reported:

- Monthly meetings with the Labor Management continue to go well.

CSEA

No report.

Board Chair Report

Steve Reed reported:

- Steve Reed attended the Malone event for the presentation of our new President. It was a wonderful representation of the College and its values; the tone and enthusiasm was tremendous. Thanks to all involved in making these events a success.
- There are a few more suggested changes to the By-Laws. Substantial change is the committee structure, which includes the NYS Legal responsibilities of the board. Steve Reed shared a document with more proposed changes with members of the board. Board discussed the changes and future expectations.
- The Board will meet as a Personnel Committee in Fall 2020 to start the annual review process of the President to include future goals and expectations.
- The board discussed the other committees (Executive and Financial).
- The board agreed they should call upon resources as needed when an incident at the Board level occurs. Other members of the College would be personally invited to provide information and insight. At this time, committees would be made up of board members only.

Interim Vice President for Academic Affairs

Sarah Maroun reported:

- There have been a number of professional development activities where faculty have participated both on and off campus.
- David St. Germain has hosted professional development workshops with great success.
- Programs | Early childhood track has gone through curriculum committee. The next step is to College Senate.
- Programs | Health Care Administration Track – currently under review with the curriculum committee.
- Continuing student registration. We are currently up by 30 students when compared to this time last year.
- Programs | CV-Tech New Visions in Applied Engineering – NCCC will be offering dual enrollment opportunities. There are currently 52 interested high school seniors.
- Middle States | Committees are working to gathering evidence. Gap analysis will begin early in the next semester. So far on track with the recommended deadlines. Site visit will be March 2021. By end of Fall 2020;

NCCC report will be out to Middle States. A draft of said report will go out to the College committee late summer 2020- early Fall for review and recommendations.

* Dan Kelleher arrived at 11:16am.

The board moved to approve the following resolutions:

Mark Moeller recommended resolution 2019-20 | #3 that the North Country Board of Trustees hereby approves the temporary appointment of Sarah Updegraff, to the full-time, 164 exempt appointment as Nursing Instructor for the Spring 2020 semester at a pro-rated salary of \$22,895.55. Tim Burpoe seconded the motion. The motion was approved unanimously (9-0-0).

Pete Suttmeier recommended resolution 2019-20 | #4 that the North Country Board of Trustees hereby approves the first temporary appointment of Jamie Strough, to the full-time, 164-day, exempt appointment as Science Instructor for Spring 2020 semester at a pro-rated salary of \$20,881.97. Anne McDonald seconded the motion. The motion was approved unanimously (9-0-0).

Vice President for Marketing and Enrollment Management

Kyle Johnston reported:

- Enrollment team has been focused on the Spring push and have branded it as Expressed Enrollment. This would be a one-stop type of enrollment event, getting students situated in less than a day. Last year's similar even there were 9 in attendance, when compared to this year there were 23.
- Last year 508, this year 577 – Spring Enrollment confirmed
- Kyle and Sarah Maroun have been working together on targeting five programs and creating a strategic enrollment management plan. Meetings thus far have been productive with a positive outlook for good opportunities. It is a marketing overhaul for these programs; ensuring more site visits, social media presence, and personal contact with potential students.
- Steve Reed commends Kyle for his great outreach to the Faculty and including them has been excellent. It is exceptionally helpful and long needed. Admissions is a College-wide opportunity and support in other departments is necessary for future success.
- Board members spoke of targeting initiatives with Kyle; information gathering from experienced College employees has been essential in ensuring accurate marketing by program. Research has been instrumental for Kyle; each plan is specific to the program and the needs of the students.
- Kyle explained the new endeavor of ensuring students are comfortable and moving forward. This is a new take on cross-training individuals by department and sharing knowledge on the student information system. So if a

contact is unavailable at a time of a student needs, then someone else can seamlessly pick up where they student recently left off. It is essentially restructuring and designing a one-stop shopping opportunity by in person and by other points (online, other campuses, etc).

Vice President for Administration/CFO:

Bob Farmer reported:

- January will resume a detailed monthly report to the Board.
- Administration revised the FTE target to 945. There is currently a projected of a deficit of approximately \$330,000. Team meets weekly to discuss initiatives on bring down the projected deficit and putting ideas in place.
- Fund balance at the start of this year is \$4.4 million and was \$4.7 in 2014, \$4.5 in 2015 and \$4.5 in 2016. Giving some perspective to where we are and where we have been. If we end this year with a \$300k deficit, then the fund balance will be \$
- The board discussed with Bob the unrestricted portion of the fund balance. They collectively discussed future planning for FTEs and the importance of that number.
- The board discussed the potential of a 5-year enrollment management plan. Bob will send out a similar plan that includes those numbers. In the meantime, the goal is to stabilize the FTEs. Regional high schools are showing the smallest cohort in nearly a hundred years. A realistic target these days is the low 900's. These numbers include College Bridge but not 2nd Chance Pell.
- Bob is more concerned with the revenues, not on the side of expenses.
- There is a potential need of charging nursing students only for background checks. It's a new regulation that could potentially increase the fee structure to our nursing students. This would only affect our RN students, currently \$100-130 per person.
- The College will charge students that are going on the Washington trip a "fee" to cover the travel costs. Students taking certain classes in humanities are going on the trip.

President's Report:

Joe Keegan reported:

- Joe is grateful for the faculty and staff that he gets to work with on a daily basis.
- Joe introduced Shannon Warren, as the new Executive Director of the NCCC Association.
- Enrollment has done a phenomenal job on bringing up our numbers in continuing student registration and new student registration initiatives.
- Joe shared with the board the revised platform for the strategic plan. Presidents council has scaled down the list to nine points and will be sharing more details with the College Senate.

- September meeting there was a proposed revisions of Mission, Visions, and Values. President’s Council reviewed since and there is a newest version to share. Joe shared these recommended updates with the board. The board discussed these suggestions and provided their input and perspectives. The next step is to invite the College community to an open forum; planned for a time in mid-December 2019. Hope to have a final review to the board in January 2020.
- SUNY Trustee Lewin took the time to visit with NCCC on Friday, November 15th, 2019. She was generous with her assessment and her thoughts. She enjoyed her time and we look forward to here visiting the College again soon.
- The College has been working collectively on improving Campus Safety. There are a number of people who have had a hand in making material improvements, such as locks on every classroom door. And improving the effectiveness of the cameras we have in place. Additionally, the College is making progress in training the faculty and staff through using the platform of ALICE.
- Self-study has been going well and thanks are extended. We’ll be okay as long as the College is open and honest throughout the entire process. The openness of the Administration is key.

NCCC Association:

Shannon Warren reported:

- Started on November 1st, 2019 and currently the job is going well.
- On December 6th the Board of Directors will be meeting.
- “Break Housing” is a new initiative and will be immensely helpful for students who cannot get home (or live abroad). Currently there are 16 students who have signed up to live in the dorms during the Thanksgiving break when semester is not in session.
- Working to market online for both semesters.
- Employee appreciation day was a success.
- Reviewing companies for ecommerce so they can offer books online
- December 2nd will have gift wrapping options at Saranac Lake and Malone.
- Dining update | Met with the President of ADC, feedback and concerns will be addressed with the board at their upcoming meeting. Trustee Livingston shared his thoughts regarding the views from the student body.
- Working to address workforce housing shortage.
- Toured the Malone campus already and will be visiting the Ticonderoga campus in December 2019.

NCCC Foundation:

Colleague Bobby Berstein Anker endowed scholarship has reached the \$50K mark.

Old Business

None

New Business

- NCCC Lactation Accommodation Policy
 - Tara Smith explained to the board the current regulations that shows that there is policy that would like to be in place for lactation accommodation. This would be for all employees and students to utilize the sites. Ticonderoga and Saranac Lake have a location in place. A lactation grant has been received to help with the.
 - Tim motion/second Gerry to support the Lactation Accommodation Policy as it is presented. (8-0-0)
- December 20th, 2019 Board Meeting
 - At this point, there are no anticipated appointments coming forward.
 - Stacie will inform members of the board, and the community, the status of the December meeting no later than December 10th, 2019.
- Steve Reed shared with the board that this is the last meeting for Anne McDonald and her service to the board. She was presented with the gift on behalf of the Board and NCCC employees and thanked for her unending support to the College.

Executive Session

Tim Burpoe made the motion to enter Executive Session at 12:08 p.m. in relation to *collective bargaining negotiations conducted pursuant to Article 14 of the Civil Service Law; and the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation*. Pete Suttmeier seconded the motion. The motion was passed unanimously (8-0-0). Joe Keegan was invited to join the meeting at 12:09p.m.

Tim Burpoe made a motion to adjourn executive session at 1:00p.m. Pete Suttmeier seconded the motion. The motion was approved unanimously (8-0-0).

Adjourn

Tim Burpoe made a motion to adjourn the meeting. Pete Suttmeier seconded the motion. The motion was approved unanimously (8-0-0). The Board meeting was adjourned at 1:01 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Stacie G. Hurwitch". The signature is written in a cursive, flowing style.

Stacie G. Hurwitch

Assistant Secretary to the Board of Trustees

APPROVED

Friday, January 24, 2020

Motion: Jerry Griffin

Second: Mark Moeller

Action: Passed (8-0-0)